

MILITARY PERSONNEL (DSCP-DE)

MISSION: Acts as an assistant to the Commander, Deputy Commander, and the Chief of Staff.

FUNCTIONS:

1. Assists the Commander, Deputy Commander, and the Chief of Staff in the execution of their responsibilities.
2. Provides Protocol Officer for ceremonies, conferences, official social functions, and high
3. level visitors.
4. Develops and implements protocol policies, procedures, and other guidance for the Center.
5. Provides advice, assistance, and support to the Commander and other Center elements on
6. protocol matters. Advises on matters of protocol for the Commander's CONUS and overseas
7. trips.
8. Manages the VIP and Foreign Visitors Programs. Develop plans and procedures;
9. coordinates and arranges scheduling, itineraries, transportation, security, accommodations,
10. meals, briefings, and other presentations, etc. as required. Prepares biographies on visitors for
11. the Commander. Maintains the Center's visitors calendar.
12. Interfaces with DLA, DoD, the military services, other government agencies and foreign
13. embassies in the planning and execution of visits and to keep current on all matters of protocol.
14. Provides assistance, advice, and support; i.e., logistical, protocol and administrative, for
15. Center hosted/sponsored conferences and meetings, as required.
16. Schedules and prioritizes the use of the on-post lodging facilities. Monitors their upkeep
17. and condition and assures any required corrective actions are taken.
18. Plans, coordinates, and arranges or provides assistance or guidance for special military
19. and civilian ceremonies and programs involving the Commander.
20. Plans, organizes, and coordinates special events and functions; such as, Change of
21. Command, Congressional Day, Command Christmas parties, etc..
22. Coordinates and prepares the annual Center's social calendar of planned events.
23. Administers and schedules the Command conference room.